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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services

FROM : Chief, Bldg. Maintenance and Utilities

DATE: 6 September 1951

SUBJECT: Report of Operations by the Building Maintenance and Utilities  
Division during the month of August, 1951.

## Volume:

A. 1. Requests for services on hand prior to August	50
2. Requests on hand two months old or older	10
3. Requests for services on hand 31 August	67
B. Requests for services received in writing during August	269
C. Telephone calls received during August	2000
D. 1. Orders submitted to GSA charged to quarterly encumbrance.	248
August allotment of quarterly encumbrance for alterations and installations. <u>\$16,791.00</u>	
2. Special orders submitted to GSA not charged to quarterly encumbrance	23
a. Renovations (6605)	\$7,195.00
b. Renovations (Other)	1,500.00
	<u>\$8,695.00</u>
3. Orders submitted to GSA nonreimbursable (written and verbal)	600
4. Routine inter-office memorandums written	35
5. Routine inter-agency letters written	5
E. 1. Space moves during August	14
2. Total personnel moved	97
3. Equipment moves	32
4. Man hours worked by GSA	1656
5. Estimated cost	\$2,433.60
August allotment of quarterly encumbrance for Laborers and Trucks	\$5,333.00
F. Protective Service (GSA Guard Posts)	
1. Reimbursable Posts	148
2. Non-reimbursable Posts	34
August allotment of quarterly encumbrance	\$51,116.00

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*informed me of the 10 items under*

*A & 2. Review same with him and action to*

*be taken*

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G. Monies paid to GSA during the month of August for services rendered during the month of May

1. GSA Guards	\$52,068.67
2. GSA Laborers & Trucks	5,034.79
3. Alterations & Installations	51,814.51
4. National Security Counsel	31.04
5. Elevator Service	50.40
6. Hot Plates	7.69
7. Fireman-Laborers	708.65
8. Storage	30.00
9. Janitor Service	265.86
	<u>\$110,011.61</u>

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Attachment